



JJML Board of Trustees Meeting Regular Meeting Minutes Wednesday, September 20, 2023

Call to Order: Vice President Michael Garabedian called the meeting to order at 6:22 pm.

Attending were President Bill McCoy (7:09pm), Vice President Michael Garabedian, Treasurer Elliott Sroka, Trustees Diane Deger, Dan Glass, Ann Sutphen and Executive Director Kelly Harris.

Members of the Public: Assistant Director Wonda Miller, Nada Barry, Alison Bond, Robert Ferrari, Lisa Friscano, Megan Curren Schmidt

Period of Public Expression: Nada Barry suggested Library should continue working on communicating to the public about Board meetings to encourage greater participation.

Approval of August 16, 2023 Minutes:

Motion to approve Regular Meeting Minutes by Sutphen, seconded by Sroka, unanimously approved (6-0).

Friends of the Library Report: Executive Director Harris reported the Friends are excited about upcoming art trip fundraiser to NYC. They already sold 10 of the 19 tickets they had to sell. They are also working on book author event to be held in Library Rotunda. The Friends raised \$5000 for JJML this year.

Treasurer's Report: Treasurer Sroka reported:

- New look to report since software used has changed.
- Cash balance going down since Library is no longer collecting tax money and Library will be spending a substantial amount on upcoming renovations and HVAC issues
- Library generated income and financial income (T bills and investments) are high even though expenses are high (due mainly to repairs and renovations). In general Library is still within targeted budget.

On a consent agenda Garabedian motioned, Glass seconded and the Board unanimously approved the following:

- Financial Reports dated August 1 – August 31, 2023
- Bill Payment List (formerly Warrants) number 13121 through 13139 totaling \$127,629.30
- Payroll Warrants:
 - *Payroll #16: 07/26/23 - 08/08/23 in the amount of \$44,110.24*
 - *Payroll #17: 08/09/23 - 08/22/23 in the amount of \$44,536.96*

Director's Report:

- Librarian Trainee Chance Sevigny won the Suffolk County Library Association Excellence in Library Service Award. He is also enrolled in Library School
- JJML has transitioned from Quickbooks Desktop to Quickbooks online
- The Library's participation in Harbor Fest was well attended



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- Library Directors and Board President McCoy met with Assemblyman Fred Thiele to discuss importance of NYS construction grant funding to Libraries, state aid and concerns about book challenges across the state.
- Executive Director Kelly will be presenting the Diversity, Equity and Inclusion Toolbox she and Trina Reed of Levittown Public Library created at the 2024 Public Library Association Annual Conference in Columbus, Ohio
- JJML held AED/CPR training, sexual harassment prevention training and a staff meeting about upcoming renovations on 9/14/23. The staff is also working on preparing the library for replacement of floors and stacks.
- There were almost double the amount of Library patrons in August 2023 than in August 2022. Legal Notices are posted.

Motion to approve personnel report by Glass, seconded by Sutphen, unanimously approved.

Committee Reports:

- **Personnel:** Did not meet.
- **Finance, Budget, Contracts & Legal:** Met. Discussion about large expenses that are coming up for the Library and how they will be paid for with investments so as not to use the budget for running the library or by raising taxes. This fall the Library is renovating floors, furniture and stacks; next year the HVAC system will be redone.
- **Building & Grounds:** Did not meet.
- **Policy & Long Range Planning:** Met. Reviewed draft for notary services to be provided by Library staff and submitted it to lawyer.
- **Outreach & Public Relations:** Did not meet. Director Harris reported that Met. Staff will be reorganizing website information which will include highlighting charitable giving and bequests. Planning to have annual appeal this year.
- **Mashashimuet Park Board:** Met. Trustee Deger reported that the 5K race was a huge success. The Park has also updated their bylaws so they can receive CPF funds.
- **One for the Books – Ad Hoc:** Did not meet. Trustee Sutphen explained the history and current purpose of this committee.
- **Scholarship – Ad Hoc:** Did not meet. President McCoy explained formation and purpose of this committee.

Old Business:

- **HVAC Update:** Executive Director Harris reported that Lizardos is working on the Project. Project will hopefully begin in the spring.
- **Flooring & Stack Replacement:** Work will begin on October 2 with the removal and packaging of books by the Book movers. Formal reopening will likely coincide with Halloween event.



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New Business:

- ***Nominating Committee:*** Nominating Committee formed to choose new officer slate and committee members.

Period for Public Expression: Nada Barry suggested upgrading video system for public to view board meetings.

Adjournment: Motion to adjourn at 7:37 pm by Glass, seconded by McCoy, unanimously approved.

Next Board meeting: Wednesday, October 18, 2023 at 6:00 pm.

*Respectfully Submitted,
Robyn Obler, Secretary*